

## Submit an Online Application



- Go to: <http://www.sandiego.gov/empopp>.
- Click on 'Current City Jobs'



- Click on the type of job you are looking for (i.e., open, promotional, transfer or unclassified)



# Personnel Department Employment Opportunities



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## Open Job Opportunities

Thursday, June 02, 2011

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To apply online, click the Position Title of any open job opportunity below and then click the "Apply" link.

**IMPORTANT: DO NOT** share your user account as it **WILL** jeopardize your status in the recruitment process for any position for which you apply.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category	Select All Categories	Clear All Categories
<input checked="" type="checkbox"/> Building & Safety (1)	<input checked="" type="checkbox"/> Code Enforcement (1)	<input checked="" type="checkbox"/> Electronics (1)
<input checked="" type="checkbox"/> EMS (1)	<input checked="" type="checkbox"/> Engineering (1)	<input checked="" type="checkbox"/> Fire & EMS (1)
<input checked="" type="checkbox"/> Law Enforcement (1)	<input checked="" type="checkbox"/> Maintenance (1)	<input checked="" type="checkbox"/> Public Safety (1)
<input checked="" type="checkbox"/> Public Works (1)	<input checked="" type="checkbox"/> Safety (1)	<input checked="" type="checkbox"/> Trades (1)

### Search

Enter keywords (optional):  [Explain this](#)

or [Clear Search](#)

[Print this page](#)

62 records found.

Page #  of 3

Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
<a href="#">Accountant I - Alice</a>	Permanent, Full Time	\$3,719.00 - \$4,520.00 Hourly	Continuous
<a href="#">accountant I - T50000</a>	Permanent, Full Time	\$3,719.00 - \$4,520.00 Hourly	Continuous
<a href="#">Accountant III - T29999</a>	Permanent, Full Time	\$28.54 - \$34.50 Hourly	Continuous
<a href="#">Administrative Aide I</a>	Permanent, Full Time	\$17.77 - \$21.41 Hourly	Continuous
<a href="#">administrative aide I -T12345</a>	Permanent, Full Time	\$17.77 - \$21.41 Hourly	Continuous

- Click on the job title of the job you are applying for

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**Job Title:** Administrative Aide I  
**Class #:** 1105  
**Closing Date/Time:** Continuous  
**Salary:** \$17.77 - \$21.41 Hourly  
\$1,421.60 - \$1,712.80 Biweekly  
\$36,961.60 - \$44,532.80 Annually  
**Job Type:** Permanent, Full Time  
**Location:** City of San Diego, California

[Print Job Information](#) | [Apply](#)

**Job Information** **Benefits** **Supplemental Questions**

Administrative Aides I assist in the preparation and development of budgets; monitor budget expenditures; monitor grant programs; conduct administrative studies; act as liaison with other

- Click on the 'Apply' link

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**Applicant Login & Registration**

**Are you registered?**

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

[Online Employment Application Guide](#)

**Username:**   
**Password:**   
**Login**

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

To access the personalization features of GovernmentJobs.com you must first be a registered user. Registration is completely free and takes only a few seconds. We don't share your information with anyone and we're not going to send you an unsolicited e-mail. For more information about privacy at GovernmentJobs.com, please read our [Privacy Policy](#).

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- Login using your applicant username and password that you created previously.

**Note:** If you have previously created an applicant account, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**



San Diego State  
Personnel Department  
**Employment Opportunities**  
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To apply for the position of **Administrative Aide I** click here.

[Create Application](#)

**Applications You've Created:**

Name	Date Created	Modify
<a href="#">Current Application</a>	Jun 2, 2011	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

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- Click on the link that says “To apply for the position of your position title click here.”

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**Job Application >> Profile**

[Cancel](#) [Save & View Application](#)

**Contact Information**

\* First Name

Middle Initial

\* Last Name

Primary Phone

Alternate Phone

\* Email

\* Notification Preference  By which method would you prefer to be notified about application status, testing dates and examination results?

\* Address 1

Address 2

\* City

\* State

\* Zip

Country

Former Last Name

Month and Day of Birth  /

[Cancel](#) [Save & View Application](#)

- Review the information and make any necessary changes
- Click on the 'Save & View Application'



**Note:** Be sure to save often. You will be automatically logged out of your applicant account after 30 minutes from the last time you saved your information.

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Job Application » Review

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue. <sup>\*</sup> Required Field

**Attention:** Please fill out the required fields in the following sections in order to proceed with the application process:

- Personal Information

[Go to Confirm Application](#)

### Contact Information

[Edit Contact Information](#)

Name: Applicant Smith Address: 1234 Main Ave  
San Diego, California 92101  
Email: [ASmith@email.com](#)  
Home Phone: Notification Preference: Email  
Former Last Name: Alternate Phone:  
Month and Day of Birth:

### Personal Information

[Edit Personal Information](#)

Driver's License:  
Can you, after employment, submit proof of your  
legal right to work in the United States?  
What is your highest level of education?

### Preferences

[Edit Preferences](#)

Preferred Salary:  
Are you willing to relocate?

Types of positions you will accept: Regular  
Types of work you will accept: Full Time  
Types of shifts you will accept: Day

Objective

- Click on the 'Edit Personal Information' link

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Job Application » Other Personal Information

CancelSave & View Application

\* Required Field

Other Personal Information

Do you possess a valid Driver's License?

☐ Yes, I possess a valid Driver's License
 ☒ No, I do not possess a valid Driver's License

Driver's License State

== Select State ==

Driver's License Number

Driver's License Class

== Select ==

\*Can you, after employment, submit proof of your legal right to work in the United States?

☐ Yes, I can submit proof of my legal right to work in the United States after employment
 ☐ No, I cannot submit proof of my legal right to work in the United States after employment

\*What is your highest level of education?

== Select One ==

CancelSave & View Application

\* Required Field

- Enter required information and click on 'Save & View Application' button

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Agency-wide Questions

\* Required Field

If you need more than 30 minutes to complete this section click the 'Save Work in Progress' button occasionally to save your work. **Typing does not extend your session.** All questions marked 'Required' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The following questions will be used to facilitate the processing your application, evaluate our recruitment program, and prepare statistical reports required by federal, state and local agencies.

1.Type of Eligible List?

☐ A - Reemployment
 ☐ C - Rehab Transfer
 ☐ D - Career Advancement
 ☐ E - SLWOP
 ☐ G - Reinstatement
 ☐ H - Probationary Layoff
 ☐ I - Reinstatement Layoff
 ☐ J - Transfer
 ☐ K - Suspended Comp
 ☐ L - Restricted
 ☐ M60 - Provisional 60
 ☐ M90 - Provisional 90

Save Work in ProgressSave & Proceed

\* Required Field

- Answer the agency-wide supplemental questions.
- Click on the 'Save & Proceed' button at the bottom of the page.

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Supplemental Questions

\* Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The Supplemental Questions will be used to obtain additional job related information in order to evaluate your education, training and experience relative to the position for which you are applying.

1.What type of Eligible List?

☐ Reemployment

☐ Rehab Transfer

☐ Career Advancement

☐ SLWOP

☐ Reinstatement

☐ Probationary Layoff

☐ Reinstatement Layoff

☐ Transfer

☐ Suspended Comp

☐ Restricted

☐ Provisional Retiree

☐ Provisional 60

Save Work in Progress

Save & Proceed

\* Required Field

- Answer the job-specific supplemental questions (if any).
- Click on the 'Save & Proceed' button at the bottom of the page.

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### Confirm Application

Please review the application you're about to send for the position of **Administrative Aide I**. If you need to modify any parts of your application, just click the 'Edit' button next to the section you wish to modify. Once you've reviewed the application click the 'Confirm Application' button to proceed to the final 'Certify & Submit' step.

Confirm Application

#### Contact Information

[Edit Contact Information](#)

Name: Applicant Smith Address: 1234 Main Ave  
San Diego, California 92101  
Email: [ASmith@email.com](mailto:ASmith@email.com)  
Notification Preference: Email  
Home Phone: Alternate Phone:  
Former Last Name: Month and Day of Birth:

#### Personal Information

[Edit Personal Information](#)

Driver's License: No  
Can you, after employment, submit proof of your legal right to work in the United States? Yes  
What is your highest level of education? Some High School

#### Preferences

[Edit Preferences](#)

Preferred Salary:  
Are you willing to relocate?  
Types of positions you will accept: Regular  
Types of work you will accept: Full Time  
Types of shifts you will accept: Day  
**Objective**

#### Education

Education information not accepted for this job application process

#### Work History

Work History information not accepted for this job application process

#### Certificates and Licenses

Certificates and Licenses information not accepted for this job application process

#### Skills

Skills information not accepted for this job application process

#### Additional Information

Additional information not accepted for this job application process

#### References

References not accepted for this job application process

#### Resume

#### Text Resume

Text Resume not accepted for this job application process

#### Attachments

[Add Attachment\(s\)](#)

#### Agency-wide Questions

[Edit Agency-wide Questions](#)

1. Q: Type of Eligible List? [Edit](#)  
A:

#### Supplemental Questions

[Edit Supplemental Questions](#)

1. Q: What type of Eligible List? [Edit](#)  
A:

Confirm Application

- Confirm the information and click 'Confirm & Send Application'



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**Certify & Submit**



By clicking on the 'Accept' button, I certify that all statements made in relation to my application for this job are true and complete to the best of my knowledge. I authorize the City of San Diego to do a complete investigation of my current/past employment, references, school/military records, and other job-related inquiries that may be needed to arrive at a hiring decision. I hereby release the City of San Diego and all contacts from all liability in responding to these inquiries and acknowledge that information received will be confidential and that neither I, nor my representative, will have access to it. I understand that any employment offer is conditional pending results of all screening processes that are applicable to this job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and/or the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. I also understand that nothing in this application constitutes an expressed or implied contract for employment with the City of San Diego and that I must notify the Personnel Department of any changes in my name, address (home, email) or phone number or I may miss employment opportunities.

Accept

Decline

- Click the 'Accept' button on the digital signature screen.



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## Application Confirmation

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Application for **Administrative Aide I** is complete. [Click here for a printable version of the application you just submitted](#)

**Confirmation**



**Dear Applicant Smith**

Thank you for applying for employment with City of San Diego. Your application has been received and will be evaluated. If there are additional screening processes, you will be notified. All screening processes utilized are based on the knowledge and abilities required to successfully perform the job.

- Confirmation screen will display